

CITY TREASURER

MISSION STATEMENT

It is the mission of the City Treasurer's Office to act as the City's receipting and disbursing agent of all public monies in order to maximize the investing of idle funds.

DESCRIPTION

The City Treasurer's Office is responsible for receiving, disbursing, depositing and investing all public funds for the City, the Youth Endowment Services (YES) Fund, the Parking Authority, the Public Financing Authority, the Successor Agency (formerly Burbank Redevelopment Agency) and the Housing Authority.

The primary objective of the City Treasurer's Office is the safekeeping of City funds. Safety, liquidity and yield are always considered (in that order) when investing idle funds.

Monthly reports including cash balances by fund and reconciled bank balances are provided to the City Manager, the City Clerk and the Financial Services Director.

The City Treasurer's Office also provides semi-annual reports indicating the type and amount of investments and deposits, the institutions in which these deposits are made, market values, maturity dates and rates of interest for all outstanding investments, as well as others that matured during the month, to the City Council, the Youth Endowment Services (YES) Fund Board, the Parking Authority, the Public Financing Authority, the Successor Agency (formerly Burbank Redevelopment Agency) and the Housing Authority. Monthly reports are provided to the Mayor or his/her designee, City Manager, Financial Services Director, Community Development Director, Burbank Water and Power (BWP) General Manager, Chief Financial Officer (BWP) and members of the Treasurer's Oversight Review Committee.

CHANGES FROM PRIOR YEAR

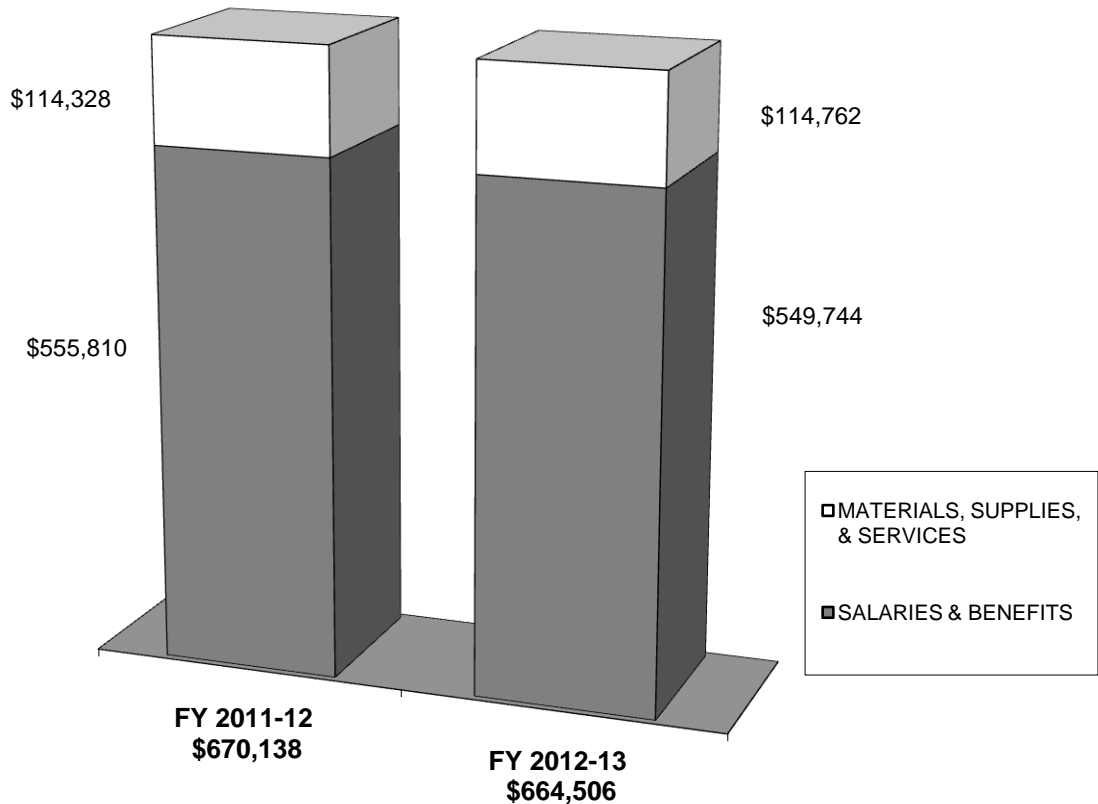
There are no discretionary budget changes for FY 2012-13.

DEPARTMENT SUMMARY

	EXPENDITURES 2010-11	BUDGET 2011-12	BUDGET 2012-13	CHANGE FROM PRIOR YEAR
Staff Years	5.000	5.000	5.000	
Salaries & Benefits	\$ 543,660	\$ 555,810	\$ 549,744	\$ (6,066)
Materials, Supplies, Services	109,290	114,328	114,762	434
TOTAL	<u>\$ 652,950</u>	<u>\$ 670,138</u>	<u>\$ 664,506</u>	<u>\$ (5,632)</u>

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Department Summary



2011-12 WORK PROGRAM HIGHLIGHTS

- Average monthly investment portfolio yield for FY 2011-12 projected to be 1.50% was approximately 1.40% due to the continuing economic downturn.
- This past year the Treasurer's Office continued to assist departments in implementing new business software products.

2012-13 WORK PROGRAM GOALS

- The goal for fiscal year end (6/30/13) is to average a monthly investment portfolio yield of 1.25% with continued emphasis on safety and liquidity.
- During this fiscal year, additional implementation of business software products and electronic payments in various departments will occur and the City Treasurer's office will help with this implementation.

CITY TREASURER

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		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2010-11	FY 2011-12	FY 2012-13	PRIOR YEAR
STAFF YEARS		5.000	5.000	5.000	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 382,839	\$ 374,228	\$ 372,105	\$ (2,123)
60012	Fringe Benefits	159,315	80,527	80,653	126
60012.1008	Fringe Benefits - Retiree			2,420	2,420
60012.1509	Fringe Benefits - Pension		87,845	81,363	(6,482)
60012.1528	Fringe Benefits - Workers Comp		11,710	11,703	(7)
60022	Car Allowance	1,506	1,500	1,500	
60031	Payroll Adjustment				
		543,660	555,810	549,744	(6,066)
MATERIALS, SUPPLIES, SERVICES					
DISCRETIONARY					
62170	Private Contractual Services	\$ 14,304	\$ 13,500	\$ 13,500	
62300	Special Departmental Supplies	1,383	3,750	3,750	
62310	Office Supplies	1,707	1,665	1,665	
62420	Books & Periodicals	132	325	325	
62440	Office Equip Maint Repair		1,500	1,500	
62455	Equipment Rental	881	900	900	
62700	Memberships & Dues	270	440	440	
62710	Travel	588	2,500	2,500	
62755	Training		725	725	
62895	Miscellaneous	1,168	1,175	1,175	
NON-DISCRETIONARY					
62220	Insurance	7,531	8,003	7,466	(537)
62485	F535 Comm Equip Rental	2,585	2,585	3,619	1,034
62496	F537 Computer Equip Rental	5,936	6,260	6,197	(63)
62830	Bank Service Charges	72,805	71,000	71,000	
		109,290	114,328	114,762	434
PROGRAM TOTAL		\$ 652,950	\$ 670,138	\$ 664,506	\$ (5,632)

CITY TREASURER
AUTHORIZED POSITIONS

CLASSIFICATION TITLES Full Time	STAFF YEARS 2010-11	STAFF YEARS 2011-12	STAFF YEARS 2012-13	CHANGE FROM PRIOR YEAR
CITY TREASURER	1.000	1.000	1.000	
ASST CITY TREASURER	1.000	1.000	1.000	
TREASURER TECHNICIAN	1.000	1.000	1.000	
ACCOUNT CLERK	1.000	1.000	1.000	
INTERMEDIATE CLERK	1.000	1.000	1.000	
 TOTAL FULL TIME	 5.000	 5.000	 5.000	
 TOTAL STAFF YEARS	 5.000 (5)	 5.000 (5)	 5.000 (5)	